

EDITED KSA LISTING

CLASS: TRAINING OFFICER I

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Intermediate level of knowledge in the principles and methods of employee training and group facilitation in order to effectively administer the training program.
K2	Basic knowledge of analytical and statistical methods to effectively plan and evaluate training.
K3	Comprehensive knowledge of the principles of verbal and written expression to effectively communicate ideas, thoughts and presentations.
K4	Working knowledge of state administrative policies and procedures to effectively accomplish the training mission (i.e. BCP/BCS, memos, contracts, statistical reports, budget recommendations, procurement procedures, records retention schedule, etc.).
K5	Basic knowledge of the adult learning theory to effectively analyze, design, implement and evaluate training.
K6	Basic knowledge of evolving trends in training to effectively analyze, design, implement and evaluate training.
K7	Working knowledge of assessment techniques to ensure quality, consistency, and appropriateness of content and delivery of training.

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	Skill to:
S1	Skill to operate training equipment in order to present training information effectively.
S2	Coordinate (i.e. plan, organize, schedule, budget, procurement, etc.) training programs for any classification within the department.
S3	Facilitate training by assisting instructor and participants during class (i.e. making sure that class begins and ends on time; room set-up; adequate supplies and equipment in working order; make sure ground rules and agenda are followed).
S4	Acts as an instructor by utilizing the most current delivery methods for various training programs/courses for any classification within the department.
S5	Evaluate training programs by participant's feedback, auditing classes, etc., for quality appropriateness, accuracy and timeliness.
S6	Implement changes in training programs/courses based on evaluations/analysis of data (i.e. industry standards, field studies, participant's feedback, etc.) for continuous quality improvement.

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	Ability to:
A1	Communicate effectively in order to analyze, design, implement and evaluate training as well as working effectively other training professionals.
A2	Write effectively in order to analyze, design, implement and evaluate training.
A3	Read effectively in order to analyze, design, implement and evaluate training.
A4	Lift 10 pounds in order to physically move and/or transport training tools, equipment, aids and materials to training sites, as needed.